

**CLASS TITLE: ASSISTANT LABOR RELATIONS  
HEARING OFFICER**

**Class Code: 02739400  
Pay Grade: 32A  
E.O. : B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist and conduct grievance hearings in the Division of Labor Relations; to write decisions on such hearings; to perform other labor relations functions as assigned.

**SUPERVISION RECEIVED:** Works under the direction of a superior with latitude for the exercise of independent judgement; work is subject to review through discussion and written reports.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To hear grievances arising under the various collective bargaining agreements and render written decisions thereon.

To ensure hearings are conducted in a fair and orderly manner.

To assist in counseling management personnel in the departments and agencies on labor relations matters.

To assist in the implementation of labor relation's activities as assigned.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and procedures of labor relations grievance hearings and the ability to make decisions based upon the facts presented at such hearings; a thorough knowledge of the principles, practices and techniques of labor relations and the ability to apply this knowledge in a coordinated statewide labor relations program; a thorough knowledge of the laws affecting labor relations in state government; a thorough knowledge of the rules, regulations and techniques affecting labor contract administration and negotiations; the ability to establish and maintain effective working relationships with management and labor organization personnel; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and  
Experience: Such as may have been gained through: considerable employment in the area of labor relations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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